

I. Prewriting Ideas

To plan your writing, you could do one or more of the following:



Focus
What is your specific purpose?
Who is your audience?



Imagine
What would you tell someone about your topic?



Brainstorm
List lots of ideas.
Decide which ones you will use.



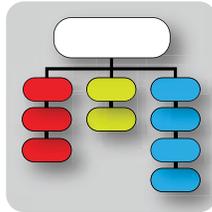
Draw
Draw a picture or diagram of your topic.



Web
Draw lines between ideas to connect them.

II. Drafting ideas

During your writing, think about the following:



Organization
Are your ideas in a logical order?



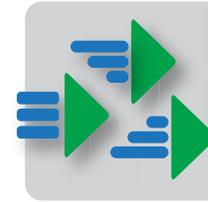
Clarity
Have you said what you want to say? Will your audience understand what you are saying?



Development
Do you need to add more details? Do you need to take some out?

III. Revising and Editing

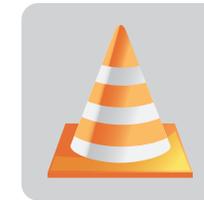
To review your writing, think about the following:



Transitions
Are your transitions appropriate to link sentences and paragraphs?



Punctuation, Grammar, Spelling, Capitalization
Have you made sure your writing is free of errors?



Sentences
Have you varied your sentence patterns?



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